

# Retention and Classification Report

**Agency:** Legislature (582)

W210 State Capitol Complex  
Salt Lake City, UT 84114

## **Records Officer**

26789	Directories
83155	Laws of Utah
04072	Pictures and negatives
00427	Publications
22123	Questions and Answers pamphlets
03156	Rosters
26788	Rules
17786	Scrapbooks
83238	Utah code annotated
01052	Utah code unannotated

**AGENCY:** Legislature

**SERIES:** 26789

3

**TITLE:** Directories

**DATES:** 1999-

**ARRANGEMENT:** Chronological by date published

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 06/17/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Provides valuable historical information about members of the Legislature and in what capacity they served.

**AGENCY:** Legislature

**SERIES:** 26789

**TITLE:** Directories

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 83155

**TITLE:** Laws of Utah

**DATES:** i 1851-

**ARRANGEMENT:** Chronological by year of publication.

**DESCRIPTION:**

These volumes publish the laws passed in each respective legislative session. Volumes were created after each regular and special session of the state legislature or the territorial assembly. Until 1972 these laws were not considered binding until publication. Laws were passed in three types of sessions: regular legislative session records; special sessions which resolve immediate concerns before the next regular session; and budget session records (1968-1985). A listing of individual members of the legislature and their districts has been included since statehood, but recent volumes include more details about them such as party affiliation and committee assignments. Listings of major state administrative and judicial officials began in 1901.

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 05/24/2011

**FORMAT MANAGEMENT:**

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Paper copy: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: Retain in State Archives permanently with authority to

**AGENCY:** Legislature

**SERIES:** 83155

**TITLE:** Laws of Utah

(continued)

weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

The production of this series has its origin in this requirement-Acts, Resolutions, and Memorials for the Territory of Utah 1851, page 213-214. Laws are indefinitely relevant.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 4072

3

**TITLE:** Pictures and negatives

**DATES:** 1935-

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

Includes picture of Senate 32nd Session, 1957; also proof prints from Eckers Photography to Sen. Barlow, 1967. Various undated and unidentified pictures of individuals and the House and Senate chambers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

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Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical  
Photographs and negatives document this history of the Legislature.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 427

3

**TITLE:** Publications

**DATES:** 1896-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains documents created by the agency, including pamphlets, reports, leaflets, file manuals, and other published or processed documents. These records include information on administration, legislation, fiscal and financial operations, legislature, legislators, house, senate, and all other activities of the Legislature. This series consists primarily of isolated publications not part of a more specific series.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/13/2000

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Legislature

**SERIES:** 427

**TITLE:** Publications

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical and research value of these publications to document the function of the Legislature.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Legislature

**SERIES:** 22123

3

**TITLE:** Questions and Answers pamphlets

**DATES:** ca. 1970-

**ARRANGEMENT:**

**DESCRIPTION:**

These pamphlets give answers to frequently asked questions about the Legislature, Senate and House of Representatives; laws; bills; organization charts; and Senate and House of Representatives district boundaries.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/08/2000

**FORMAT MANAGEMENT:**

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These pamphlets document the functions of the state legislature.

**AGENCY:** Legislature

**SERIES:** 22123

**TITLE:** Questions and Answers pamphlets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 3156

3

**TITLE:** Rosters

**DATES:** 1929-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

These rosters contain a listing of senators and representatives with information pertaining to political party, district, counties represented, address and telephone numbers.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 11/14/2000

**FORMAT MANAGEMENT:**

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

This disposition is based on the historical and research value of these rosters to document the members and organizational structure of the Legislature.

**AGENCY:** Legislature

**SERIES:** 3156

**TITLE:** Rosters

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 26788

3

**TITLE:** Rules

**DATES:** 1989-

**ARRANGEMENT:** Chronological by date published

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, annual reports, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 06/17/2008

**FORMAT MANAGEMENT:**

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Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

Beyond the administrative value for the current session, these provide historical material concerning the workings of the Legislature.

**AGENCY:** Legislature

**SERIES:** 26788

**TITLE:** Rules

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 17786

3

**TITLE:** Scrapbooks

**DATES:** 1969-1975

**ARRANGEMENT:**

**DESCRIPTION:**

Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Also included are narrative audio or audiovisual agency histories.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently.

**APPRAISAL:**

Historical

The scrapbooks in this series document the history and function of state agencies. These records contain information of value to researchers.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 83238

4

**TITLE:** Utah code annotated

**DATES:** i 1851-

**ARRANGEMENT:** Chronological, thereunder by volume number

**DESCRIPTION:**

In these volumes, known under various names, the laws passed at the annual sessions of the legislature are recorded, repealed laws are deleted, and the current laws grouped systematically by topic. Most have annotations which provide additional information on the law in question.

The first compilation was published in 1851. Thereafter the governor and legislature periodically appointed a commission to help compile and recodify the laws. Compilations were made in 1851, 1855, 1866, 1870, 1888, 1898, 1907, 1917, 1933, 1943, and 1953. Periodic updates, in the form of replacement volumes and pocket supplements, were made on the 1933, 1943, and 1953 editions to bring their holdings up to date with the current changes in the law. Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 02/04/2010

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records beginning in 1851 through 1953. Retain in State Archives permanently after microfilming.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Paper: For records beginning in 1953 and continuing to the



**AGENCY:** Legislature

**SERIES:** 83238

**TITLE:** Utah code annotated

(continued)

present. Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical Legal

This disposition is based on the documentation and reference annotations provided on Utah legislation and statutes.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature

**SERIES:** 1052

4

**TITLE:** Utah code unannotated

**DATES:** i 1982-

**ARRANGEMENT:** Chronological, thereunder numerical by volume. Entries are by title number.

**DESCRIPTION:**

The Utah Code Unannotated was issued to meet "the need for the entire Utah Code to be readily available and compact enough to fit in a briefcase." It is printed by a private company.

This series contains a copy of the current law for any given year. Entries are organized into numbered titles, chapters and sections. No historical or legal annotations are included. A set of three or four volumes is issued annually or biennially.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 04/26/2000

**FORMAT MANAGEMENT:**

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Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Legislature

**SERIES:** 1052

**TITLE:** Utah code unannotated

(continued)

**APPRAISAL:**

Historical Legal

**PRIMARY CLASSIFICATION:**

Public